



CHAIRMAN

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C. 20415

August 9, 1965

The President
The White House
Washington, D.C. 20501

Dear Mr. President:

It is my privilege and pleasure to submit this annual report on operations and accomplishments of the Federal Executive Boards.

The Presidential directive establishing the Federal Executive Boards charged them with increasing the effectiveness and economy of Federal operations in the field through interagency coordination. The Boards presently function in 12 key metropolitan areas having a heavy concentration of Federal activity: Atlanta, Boston, Chicago, Dallas, Denver, Kansas City, Missouri, Los Angeles, New York, Philadelphia, Seattle, San Francisco, and St. Louis. Board members are the top field civilian and military executives as designated by the Heads of departments and agencies.

Furthering the programs of the Great Society and the War on Waste have been the twin objectives of FEB activities and projects this past fiscal year. The sense of urgency surrounding these programs has been directly communicated to the field executives by numerous but selective mailings of Presidential and headquarters issuances, by assemblage of Members to view and hear the State of the Union message and the Vice President's speech launching the Federal Youth Opportunity Campaign, and firsthand briefings in Washington and in the field by key Administration spokesmen. The responsiveness of the Federal Executive Boards is reflected in their projects and activities.

Equal Opportunity

Boards hold this as a high priority, on-going effort. They continue to review past activities and explore better ways to eradicate prejudice and to extend equality of opportunity in Federal employment through surveys, workshops, seminars, and informal discussions with Minority Group leaders. Emphasis has been placed on preventing school dropouts by motivating young people to continue their education.

To this end meetings have been held with school officials and student advisors to explain Federal job opportunities and job requirements in order that they may provide better counsel. Positive recruiting efforts at high schools and

colleges are made not only to attract job applicants but also to demonstrate an affirmative Federal program.

The Boards are also involved in the broader community aspects of equal opportunity. They have participated in community-sponsored job fairs and career day activities. Lists of available housing held by the Veterans Administration and the Federal Housing Administration have been widely publicized. After passage of the Civil Rights Act of 1964 the Boards co-sponsored seminars to promote understanding and support of the government's effort to carry out the full intent of the law.

Economic Opportunity

The War on Poverty has added a new dimension to the activities of the Federal Executive Boards. With multi-agency and intergovernmental involvement, Boards are acutely aware of the need for coordination and cooperation. The Office of Economic Opportunity is now represented in the FEB structure and will play a leading role in coordinating activities at the local level.

Due to the newness of the program, Board activities have been generally educational in nature. Intra-Board orientation meetings and intensive seminars and conferences with participation by Federal, state, and local government officials, educators and community service organizations have been held. Key Washington officials have appeared as program participants. These activities have served to promote understanding of one another's responsibilities and problems and areas of cooperation.

More tangible, and perhaps more dramatic, have been the results of the Youth Opportunity Campaign. The Vice President launched the Youth Opportunity Campaign in the Federal service by addressing over 100 Federal officials in Washington and, via teleconference, over 600 Federal executives assembled in the FEB cities. Immediately following the speech the Boards organized recruiting and publicity programs. Within a few days young people started entering on agency rolls and in a matter of a few weeks Federal Executive Boards reported member agencies as meeting or exceeding their goals. Because of the direct FEB channel of communication from Washington to the field, the Federal agencies were able to exert leadership in their communities by furnishing excellent early publicity to the Campaign via radio, television, and newspaper coverage.

War on Waste

As boards have gained in experience and with the growing community of interest, interagency efforts for management improvement and cost reduction have been intensified.

To better equip Federal managers and employees to respond to changing mission and technology, a wide variety of interagency management and employee development courses have been conducted. Recognized educators and leaders of government and industry and program specialists led the conferences on such topics as management improvement, manpower utilization and productivity, and Automatic

Data Processing. Employee self-development continues to be encouraged and promoted. In cooperation with colleges and universities, off-campus study programs for Federal employees have been established.

In this pursuit of economy and efficiency the Boards have arranged for inter-agency sharing of equipment, facilities, space and personnel. Computer sharing alone accounted for savings of \$600,000 in one Board city. In another city, maximum utilization of storage space through local interagency cooperation resulted in a savings of \$440,000. Board-sponsored campaigns for reduction and disposition of records are producing significant savings in usable file cabinets, and reclaimed office space. As interagency coordination produces tangible savings, Board members become more aware of the enormous possibilities for further cost reduction through common endeavor.

Many other worthwhile activities have been undertaken that are not as susceptible to dollar and cents measurement. Each Board has conducted programs on the Status of Women. Boards have cooperated with state and local officials in furthering employment of the handicapped - with emphasis this year on the mentally retarded. There are cooperative efforts in affected areas to place Department of Defense employees facing job loss because of base closure. In one area 1500 persons have been placed in other Federal agencies.

Intergovernmental and Community Relations

Because the Great Society encompasses the whole community, Federal Executive Boards have consciously worked at integrating the Federal family into the community. Cooperative efforts with state and local governments have resulted in joint efforts to cope with urgent urban problems such as highway safety, traffic congestion, mass transit, and urban renewal. The Boston, Chicago, Los Angeles, New York, and Philadelphia Boards are working closely with Governor Collins and his Task Force on Urban Summer Problems.

✓ Boards have made extensive use of speakers bureaus, radio and television programs, public information seminars, and conferences to insure timely and accurate public understanding of Government programs and projects. In one community, 96 Federal, state and local government agencies from two states joined forces in sponsoring a major exposition of governmental activity with exhibits, booths and demonstrations.

Programs directed at involving employees in youth activities such as the scouting movement have enjoyed success. Contributions of Federal employees to the community are highlighted in Employee-of-the-Year programs and in the favorable publicity given to successful charitable and savings bond campaigns.

To improve the quality of service to the public, Boards have distributed a variety of Federal agency directories explaining agency mission and points of contact for further information. A pilot project is under way whereby visitors to a Federal Office Building are given personal service at a Central Information Booth.

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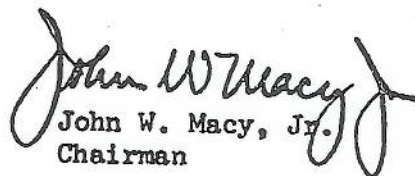
Among the highlights of this past year was the second National Conference of Federal Executive Board Chairmen held in May. Board Chairmen and Washington Officials exchanged ideas on operations and programs, made suggestions for improvement and received firsthand briefings on Presidential programs by key Administration spokesmen. As an outgrowth of this Conference, and in order to relate our domestic activities to our broader national goals, briefings by State Department experts on our foreign policy with emphasis on Vietnam and Latin America were held for members in each Board city. Other foreign policy conferences are in the offing for this coming year.

This brief outline of FEB operations and activities indicates the scope of the Board program. The achievements at the community level take on even more significance as predictors of what our field executives can accomplish in the days ahead through cooperative effort.

In addition to the 12 Federal Executive Boards, organizations of Federal officials exist in 58 other regional centers. A number of these organizations have made substantial contributions toward the implementation of national programs at the local level. In light of our experience with Federal Executive Boards, and recognizing the potential of these other organizations, I recently established a channel of communication with them. Their responses to me reflect a sincere interest and desire to increase their efforts in areas of high Presidential interest.

In the year ahead, I look forward to an accelerated effort to eliminate waste, promote economy and respond to your call for the good life for all citizens.

Respectfully yours,


John W. Macy, Jr.
Chairman